

Spec. Code: 0764
Occ. Area: 04
Work Area: 214
Prom Line: None
Prob. Period: 6 mo.
Effective Date: 04/29/88

DISTRIBUTION CLERK

Function of Job

Under direct supervision from a designated supervisor, but with some independence, to perform distribution services of materials and supplies within or between campus building(s) and/or other local areas.

Characteristic Duties and Responsibilities

1. sorts reports, packages, books, or other materials for distribution
2. picks up and delivers reports, packages, books, feed, animals, chemicals, forms, or a variety of other materials on foot, by cart, or, as necessary by vehicle
3. obtains receipts for materials and supplies delivered as required
4. assists in preparation of materials for mailing
5. unloads at receiving docks, unpacks, and shelves materials and supplies as required
6. keeps records on pickups, deliveries, supplies, and materials as required
7. assists in training student workers or other employees involved in distribution duties
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of simple clerical procedures
2. ability to follow instructions
3. ability to do heavy lifting

4. willingness to work, as directed, in all kinds of weather